



Fort Worth Housing Solutions
J.A. Cavile Apartments
Resident Relocation Plan



General Information

Introduction

J.A. Cavile Place Apartments is a 300-unit public housing community located in the historic Stop Six neighborhood at 1401 Etta St. Fort Worth, TX 76105. Built in 1960, the site needs capital renovation and repairs amounting to more than \$42 million. In October 2018, FWHS submitted a Section 18 Inventory Removal application to the Department of Housing and Urban Development for the demolition of J.A. Cavile. The application was approved April 2019.

Purpose

The Relocation Plan sets forth the policies and/or procedures to be utilized by Fort Worth Housing Solutions (FWHS) and its Partners for relocation of residents from the J.A. Cavile public housing community. The Relocation Plan shall adhere to the relocation provisions of Section 18.

This plan will ensure that displacement of residents will not differentiate the treatment of households based on race, nationality, color, religion, national origin, sex, actual or perceived sexual orientation or gender identity, marital status, familial status, disability or any other basis protected by the federal Fair Housing Amendments Act, the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, as well as any otherwise arbitrary, or unlawful discrimination.

Applicability application

This Relocation Plan is applicable to any occupant remaining in good standing at the time of the Section 18 (Inventory PIC Removal) application submittal, subsequent HUD approval, and through move-out. It will not apply to those occupants whose lease has been terminated and resulted in an eviction.

Eligible Persons Definition

Residents currently residing in JA Cavile who are in good standing on the date the 90-day Notice of Relocation is issued.

Eligibility for relocation and advisory services begins on the date of HUD approval/issuance of the Tenant Protection Vouchers (TPV).

Resident Notices

Each eligible household will receive written notice of the relocation process. The written notices will ensure that all residents are aware of the relocation process, if applicable, their rights, and any relocation assistance that is available to them.

During each meeting, residents will be required to sign a written statement of acknowledgement regarding pending relocation.



Relocation Costs

Residents that will be relocated are entitled to certain benefits (including, but not limited to, the cost to move personal possessions, packing supplies, utility hookup fees, and the cost of installing appliances. Families may also elect to receive a fixed moving allowance based upon schedules published by the Department of Transportation.

Unit Size	Moving Expenses	Utility Deposits and other Expenses	Estimated costs
1 bedroom	1,000.00	500.00	1750.00
2 bedroom	1,200.00	500.00	1950.00
3 bedroom	1,400.00	500.00	2150.00
4 bedroom	1,600.00	500.00	2350.00

MOVING AND ADVISORY ASSISTANCE

The following relocation assistance will be provided to displaced residents.

- *Advisory Services.* FWHS staff will schedule individual appointments with residents to discuss their needs, preferences, and concerns. Relocation counseling will be provided that includes the following:
- Housing Search Assistance to include recommendations of housing opportunities and various resources related to the individual needs and preferences of the residents. Current and continuing information regarding the availability and location of comparable replacement dwelling units, including federally assisted housing.
- All required written notices and letters in any necessary format and language for residents to be able to understand clearly their rights and appropriate laws regarding the relocation process.
- Counseling, advisory services, and/or home visits to all residents in order to maximize understanding and minimize hardships.
- Information regarding relocation benefits and assistance.
- Referrals to area social services agencies as needed.
- Mobility Counseling.



Relocation Selection Process

JA Cavile apartments is the second largest public housing site in FWHS’s portfolio. The total number of units at this location is 300. The community was built in the 1950s and is located in a neighborhood that has a high concentration of poverty, crime and low performing schools.

JA CAVILE CURRENT OCCUPANCY and HOUSEHOLD DEMOGRAPHICS					
TOTAL OCCUPIED	TOTAL VACANT	TOTAL HOUSEHOLD MEMBERS BY BEDROOM SIZE 1 BD	TOTAL HOUSEHOLD MEMBERS BY BEDROOM SIZE 2 BD	TOTAL HOUSEHOLD MEMBERS BY BEDROOM SIZE 3 BD	TOTAL HOUSEHOLD MEMBERS BY BEDROOM SIZE 4 BD
259	36	55	292	258	123
<i>Full JA CAVILE detailed demographics report Appendix 3</i>					

The relocation of JA Cavile residents will be a multi-faceted approach that will require all affected households to receive Tenant Protection Vouchers and relocate to various units of their choice.

Upon approval, FWHS will engage in an aggressive plan for scheduling voucher lease-up within 6 months of voucher receipt, as anticipated in the table below. Actual dates will be determined by the timing of voucher issuance and availability.

Leasing Schedule						
Month	July 2019	Aug 2019	Sept 2019	Oct 2019	Nov 2019	Dec 2019
Vouchers	30	55	60	60	45	31

FWHS will make every effort to minimize the impact relocation will have on each family and ensure that all efforts adhere to the provisions set forth in the Plan and in accordance with 24 CFR 970.21.



Establishing an orderly process for determining resident relocation is essential and the following outlines the process that FWHS staff will follow:

<u>Phase 1</u>	<u>Phase 2</u>	<u>Phase 3</u>
Contact each resident and request updated income/household demographics, if no recertification has been completed within the last 90 days. If a recent recertification has been completed, staff will use existing documentation from the public housing files. Assigned staff will review all documentation and prepare a TPV for each client. The files will be forwarded to the HCV staff for processing.	Once files have been forwarded to HCV, Relocation staff will Issue lottery numbers to each occupied household. Lottery numbers will be drawn randomly using a randomizer software to schedule eligibility appointment. Once eligibility is determined, using the lottery system, residents will be scheduled for a TPV briefing.	HCV staff will schedule 4 on-site briefing to be conducted within 2 weeks of receiving the TPV's. At the completion of each briefing, residents will be issued their voucher. FWHS relocation staff will issue required notices upon issuance of TPV's.

The following steps outline the process that will be applied throughout the relocation process:

Step 1

Relocation staff will meet with all residents to conduct an assessment, identify barriers, document individual needs and collect updated income/household documentation. Staff will provide an explanation of the relocation process and written information on their rights and relocation benefits/services for which they may be eligible.

Step 2

Upload all resident information into a database and select residents through an independent software randomizer system. Once residents have been identified through the randomizer they will be scheduled for an eligibility appointment. After they have been determined eligible, the residents will be scheduled for a voucher briefing where the program rules are explained and the vouchers are issued. “

Step 3

FWHS will issue required notices and begin the relocation process. Staff will coordinate moves for any resident who does not accept the moving allowance and will require assistance from a moving company. As needed, FWHS will provide assistance with locating and securing comparable replacement housing.

FWHS will ensure the relocation process complies with all federal regulations and will continue to adhere to the following:



Affirmatively Furthering Fair Housing- FWHS will administer TPVs and relocation assistance in accordance with the Fair Housing Act, and will ensure that, as a result of the demolition, residents using TPV will have housing choices that will not create a pattern of segregation and will not discriminate against any individual.

Effective Communication for Persons with Disabilities – FWHS will ensure that resources are available for dissemination of relocation materials and is in accordance with Section 504 of the Rehabilitation Act of 1973 (24 CFR. 8.6) and with 49 CFR 24.5 and the American Disability Act, as applicable.

Limited English Proficiency – FWHS will make a reasonable effort to ensure that residents with limited English proficiency have access to resources that will assist with reading any relocation materials that are disseminated to the community, families and individuals. This will include but not be limited to providing access to interpreters at meetings and relocation assessments, having written materials translated in languages other than English, and providing access to the Language Translator Line (866-874-3972).

Accessible Meeting Facilities for residents with disabilities – FWHS will ensure that all relocation activities will be held at facilities that are accessible in accordance with Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990.

Reasonable Accommodations – FWHS will ensure that all relocation activities adhere to the Fair Housing Act and FWHS’s established policies on reasonable accommodations.



Appendix 1 – Relocation Budget

Total Moves	261	
Total Moving Costs		\$521,550.00
Moving Supplies at \$100 per move		\$30,000.00
Utility Deposits and Other Costs		\$150,000.00
Housing Search Assistance		\$30,000.00
Relocation Counseling		\$150,000.00
Sub Total		\$881,550.00
Grand Total		\$881,550.00